

JENNIFER M. GRANHOLM
GOVERNOR



STATE OF MICHIGAN
LIQUOR CONTROL COMMISSION
DEPARTMENT OF LABOR & ECONOMIC GROWTH
DAVID C. HOLLISTER, DIRECTOR

NIDA R. SAMONA
CHAIRPERSON

Bulletin 3078-17

DATE: September 15, 2004
TO: All Authorized Distribution Agents
FROM: Michigan Liquor Control Commission
SUBJECT: Administrative Order - State of Michigan Fiscal Year End

The State of Michigan fiscal year end is approaching. Following is a reminder of the procedures to follow, especially on deposits, deposit labeling, and file transmission.

Be advised that at its administrative meeting of August 27, 2002 the Michigan Liquor Control Commission adopted the following as a business operating procedure for fiscal year end closings:

"The end of the State of Michigan's fiscal year is September 30.

A clear and accurate separation between September sales and deposits and the sales and deposits for October must be maintained. Truck drivers, regional offices, or home offices making deposits for route collections of more than one day must first sort the invoices into September sales and October sales and make out separate deposit slips for each.

Each deposit slip must be marked as follows:

1. The sales date that the deposit pertains to must be clearly indicated on the slip.
2. The date that the deposit went to the bank must be clearly indicated on the slip.
3. The time that the deposit went to the bank must be clearly indicated on the slip for all deposits made on September 30.

Deposit slips for old year only (September 30 and earlier) sales need to be faxed to the Data Management Section at 517-322-6943 on a daily basis and all old year deposit slip information must be received by the Liquor Control Commission no later than the third business day after September 30.

Pink and blue copies of the deposit slips must be attached to the daily recaps.

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All EFT files for old year sales must be received by MLCC no later than 10:00 p.m. on the evening of the next business day after September 30.

Adjusted daily invoice files must be transmitted for all September 30 sales and associated deposits separately from any October sales and deposits. Sales between the fiscal years cannot be combined on one adjusted daily invoice file.

These instructions must be followed every fiscal year beginning on September 25 and continue until all September sales have been receipted in."

Please make sure copies of this procedure are forwarded to the appropriate accounting and systems staff in your organizations.

If you have any questions about the above procedure please contact the MLCC Data Management Section at 517.322.1382.

cc: Nancy King
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